

RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Community Services and Development		(2) AGENCY BILLING CODE 31150		(3) PAGE 1 OF 2 PAGES	
(4) DIVISION/ BRANCH/ SECTION Contracts Unit		(5) ADDRESS 700 North 10th Street Sacramento, CA 95811			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)–(12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13)–(16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)–(16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER 44	(10) SCHEDULE DATE 1/8/2008	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 24
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER 44	(14) APPROVAL NUMBER 01-301	(15) APPROVAL DATE(S) 5/25/05	(16) PAGE NUMBER(S) REVISED 2
(17) MISSION/FUNCTIONAL STATEMENT To develop resources that California's low income communities need to move from poverty to Self-sufficiency by collaborating with our network of community service providers and other public and private organizations.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS <i>Janie Thompson</i>		(19) TITLE Business Services Officer I		(20) PHONE NUMBER 341-4345	(21) DATE SIGNED 1-22-08
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE – RECORDS MGMT. ANALYST <i>Dan Agpoon</i>		(23) CLASSIFICATION Business Services Assistant	(24) NAME (Printed or Typed) Dan Agpoon	(25) PHONE NUMBER (916) 341-4251	(26) DATE SIGNED 1/8/2008
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE – CalRIM CONSULTANT <i>Janice C. Amelz</i>		(28) APPROVAL NUMBER 08-021		(29) DATE SIGNED 1/23/2008	(30) EXPIRATION DATE 1/23/2013
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Spencer Bailey, Archivist</i>				(34) DATE SIGNED Feb. 1, 2008	

FOR ARCHIVES' STAMP


 CALIFORNIA
STATE ARCHIVES

RECORDS RETENTION SCHEDULE**STATE RECORDS PROGRAM**

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(35) CalRIM APPROVAL NUMBER 08-021						SCHEDULE NUMBER 44				(36) PAGE 2 OF 2 PAGES	
ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
1	23		Contract Files	P		FY+2		5	FY+7		Retain at least 7 years from end of Fiscal year in which encumbrance is liquidated. Destroy AFTER THE REQUIRED TYRS. OR WHEN AUDITED BY THE BUREAU OF STATE AUDITS OR DGS, WHICHEVER OCCURS FIRST Retain as current until next inventory, or when no longer needed for reference.
2	1		Records Inventory Worksheet (STD 70)	P		current			current		
3			Records Retention Schedule (STD 73)	P		current			current		
4			Records Transfer List (STD 71)	P		current			current		Retain as current until amended or revised.

* Provide total of office and departmental